

# COTSWOLD ARCHAEOLOGY

## JOB SPECIFICATION

<b>Post Title:</b>	Project Officer ( <i>Scale II</i> )
<b>Responsible to:</b>	Project Manager or Senior Project Officer
<b>Responsible for:</b>	Project Supervisors, Archaeologists and Trainees
<b>Purpose:</b>	To lead the archaeological direction and site management of larger and more complex fieldwork sites and projects, ensuring performance targets are met (or exceeded), and assuring the quality of archaeological recording and understanding.

### **Main Activities:**

- (a) Site responsibility for managing the delivery of fieldwork to time, budget, quality and health and safety requirements.
- (b) Line manage and develop staff, ensuring their continuous improvement in performance through performance reviews, constructive feedback, initiating training, coaching and improved practices.
- (c) Assure the quality of archaeological understanding and site records, and oversee the compilation of archaeological archives to required standards.
- (d) Author typescript fieldwork reports, stratigraphic accounts, and fieldwork summaries efficiently and accurately.
- (e) Monitor and provide regular reports to Project Managers on project progress (budgetary and archaeological), logistical, staff and health and safety issues, and to maintain appropriate liaison with clients, Local Government officers, and contractors.
- (f) Ensure accurate maintenance and approval of appropriate administrative records, including timesheets and plant and labour returns.
- (g) Ensure effective deployment, maintenance and care of vehicles, plant and equipment, and maintain/provide accurate records ensuring accidents, damage and malfunctions are reported promptly and appropriately.
- (h) Ensure fieldwork is carried out in accordance with the CA Health and Safety policy, and prepare Health and Safety Methods Statements and Risk Assessments and other relevant documentation.
- (i) Assist Project Managers in pre-project planning and preparation including undertaking the preparation of written schemes of investigation, trench plans, obtaining service information, notifying utility companies prior to excavation and making appropriate contact with landowners and agents and other relevant parties.
- (j) Deputise for the Project Manager in liaison and meetings with client/curator and other stakeholders as required.
- (k) Contribute to departmental processes and working practices via Learning Reports, feedback to Committee Representatives and/or project leaders, and discussion at performance reviews.

- (l) Actively promote, and develop a greater public awareness and appreciation of the work of CA through displays, publications, contributions to the website, media liaison, lectures etc.
- (m) Carry out any other duties commensurate with responsibilities as CA may determine from time to time.
- (n) Competent in carrying out first aid.

### **Personal Specification:**

#### Essential

- (a) Knowledge and expertise in archaeological practice, including a general familiarity with the archaeology of Britain at all periods.
- (b) Experience of the supervision of large fieldwork projects (including excavations and large-scale/complex evaluations).
- (c) The ability to write clear and accurate fieldwork reports, stratigraphic accounts and fieldwork summaries.
- (d) Good communication skills and the ability to organise, motivate, train, appraise and direct staff.
- (e) Knowledge, awareness and understanding of business needs, budgets and timescales, within commercial archaeology.
- (f) Good working knowledge of all relevant Health and Safety requirements, and other relevant legislation.
- (g) The ability to communicate efficiently and courteously with sponsors and clients of CA, officers of other bodies and members of the public.
- (h) Administrative ability in the keeping of records and accounts and the submission of reports.
- (i) A full manual driving licence.
- (j) Word-processing and database skills.

#### Desirable

- a) Membership of the Chartered Institute for Archaeologists
- b) Demonstrable potential to competently author, or contribute to, reports/articles for publication.
- c) In depth knowledge or expertise in a particular archaeological period, site type or subject (such as finds or environmental archaeology, survey or GIS).
- d) Survey skills, including ability to operate Leica GPS/TST, and basic knowledge and understanding of CAD.
- e) Experience of driving 4x4 vehicles, vans and minibuses.